**Studio 1**

336.534.0321

[www.studio1online.org](http://www.studio1online.org)

 Holly Hill Mall 309 Huffman Mill Road Ste. 540 Burlington, NC 27215

Costume/Prop Rental Agreement

|  |  |
| --- | --- |
| Organization: | Production: |
| Address: | Person in charge of items: |
| Phone: | E-mail: |
| Date of Checkout: | Date of return: |

1. The renter is responsible for providing appropriate labor, vehicles, packing materials for the pulling and transport of all borrowed items.
2. Rented items may not be permanently altered without written permission from Studio 1’s prop master or costume master. This includes painting, upholstering, removal of parts, modification of construction, etc.
3. Renter agrees to pay for any repairs needed upon return. In case items are lost, not returned, or damage beyond repair, renter agrees to pay for the full value of the rented item.
4. An inventory of rented items must be filed with Studio 1 and a copy will be given to the renter.
5. Fees are as follows—
	1. $10 individual item rental
	2. $20 for complete costume rental
	3. $50 production pieces rental for approved organizations
	4. Quotes available for complete show builds
6. A deposit check will be required. This is due on the day of pick-up and will be held against safe return of the items and may be applied against unusual wear, damages, loss, or late return fee.
7. Renters are responsible for cleaning items according to instructions from Studio 1 staff before they are returned.
8. A charge of $25 per day may be applied for late returns. Any deposits will be returned upon completion of all obligations.

I understand and agree to all the above conditions.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed and accepted on behalf of Studio 1: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Inventory of Loaned Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item & Description** | **Number** | **Unusual Use** | **Returned** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |